

The background is a collage of two images. The top-left image shows three firefighters in full gear, including helmets and oxygen tanks, smiling and looking towards the right. The top-right image shows a close-up of a female police officer in uniform, smiling at the camera. The bottom-left image shows a man and a woman sitting at a desk, looking at a laptop screen; the man is pointing at the screen while the woman looks on. The bottom-right image is partially obscured by the logo.

myETF Employer Reporting Confirmation Training

File Upload Process



Go To Training Attendee View

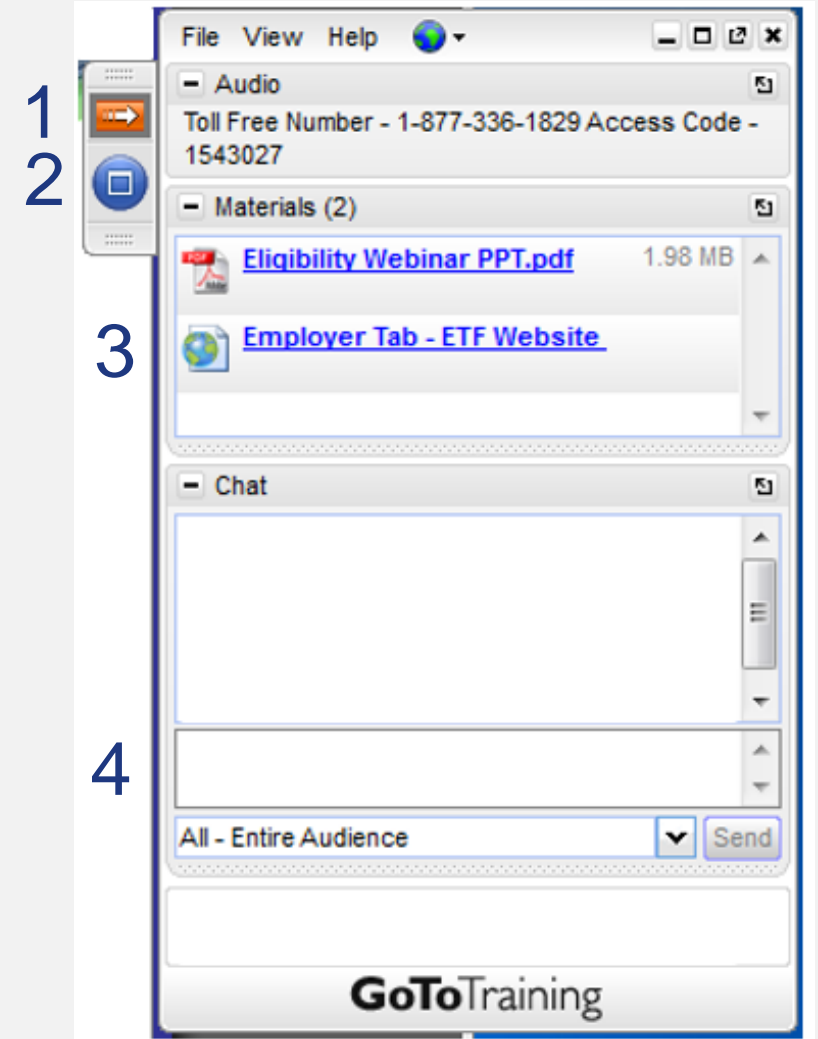
1. Panel Slider

(View > Auto-Hide Control Panel to stop it from automatically disappearing)

2. Full Screen

3. Materials

4. Chat Box



What is Employer Reporting Confirmation?

- myETF Employer Reporting Confirmation is the process through which **all employers** will test their ability to report payroll information to ETF.
- You have **two methods** to report payroll information to ETF:
 - ✓ **File upload** to create a work report
 - ✓ **Manually** generate a work report
- Today's webinar will only focus on the first method – **File Upload**.



What are the Payroll and Employment Files?

Payroll File

- Uploaded every payroll period
- Reports wages, hours, and employee deductions

Employment File

- Uploaded as needed
- Updates employee demographic information



Today's Objectives

In today's webinar, you will learn how to:

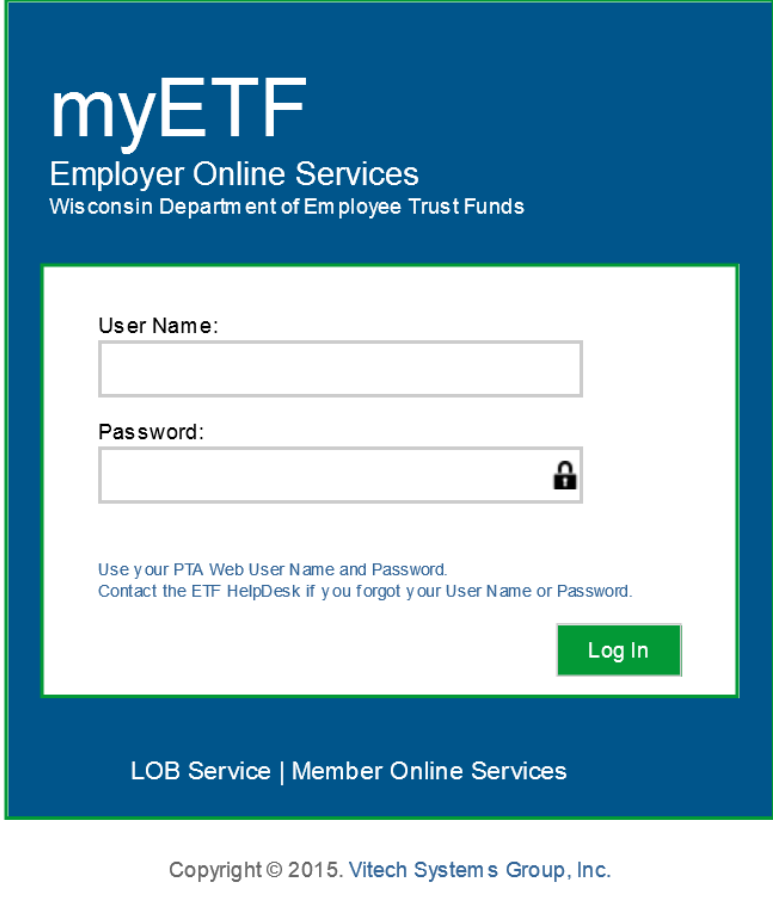
- 1) Create or update a Reporting Cycle in myETF Employer Online Services
- 2) Upload and correct a test Payroll and Employment File
- 3) Correct and submit a Work Report generated by the Payroll File



Lesson #1 – Log in to myETF Employer Online Services

Key Concepts:

- 1) How to log in to myETF
- 2) How to access the myETF URL
- 3) How to request a User Name and Password, if you do not have this info



The screenshot shows the login interface for myETF Employer Online Services. The header is dark blue with the myETF logo and text: "Employer Online Services" and "Wisconsin Department of Employee Trust Funds". The login form is white with a green border. It contains two input fields: "User Name:" and "Password:". The password field has a lock icon. Below the fields is a green "Log In" button. At the bottom of the form, there is a link to "LOB Service | Member Online Services". The footer of the page is white with the copyright notice: "Copyright © 2015. Vitech Systems Group, Inc."

myETF
Employer Online Services
Wisconsin Department of Employee Trust Funds

User Name:

Password:

Use your PTA Web User Name and Password.
Contact the ETF HelpDesk if you forgot your User Name or Password.

Log In

LOB Service | Member Online Services

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myETF Employer Online Services Demo



Help | Mary Anderson | Change | Logout

[Home](#) [Employer Information](#) [Billing Location](#) [Roster](#) [Accounts](#) [FAQ](#)

I Want To...

- ✓ Enroll an Employee
- ✓ Upload a New Payroll File
- ✓ Make Payment
- ✓ View my Accounting Details

Announcements

Account Balances

	Fund Group Name	Due Date	Balance
1	Health	03/04/2017	-\$2,000
2	Prior Service LS	03/04/2017	-\$1,390
3	WRS	03/04/2017	-\$98,834

Scheduled Payments

	Fund Group Name	Payment Date	Payment Amount
1	Prior Service LS	12/16/2016	\$6,000
2	WRS	10/05/2016	\$1,372
3	WRS	10/07/2016	\$3,210

ETF Links

- ✚ [Joining Health Insurance for WRS Employers](#)
- ✚ [Joining Health Insurance for Non-WRS Employers](#)
- ✚ [Joining Life](#)
- ✚ [Joining ICI](#)
- ✚ [Joining WRS](#)
- ✚ [ETF Email Updates](#)
- ✚ [ETF Glossary](#)
- ✚ [ETF Related Links](#)
- ✚ [Local Bulletins](#)
- ✚ [Social Security Bulletins](#)
- ✚ [State Bulletins](#)

Department of Employee Trust Funds

[ETF Website](#)

[Privacy](#)

[Accessibility](#)



Lesson # 2 - Reporting Cycles

Key Concepts:

- 1) Understand the key terms called **Reporting Cycle** and **Payroll Cycle**
- 2) How to access the Reporting Cycle information in myETF
- 3) Match your Reporting Cycle to the data in your Payroll or Employment File

Reporting Cycle Information				
<div>Add</div>				
<u>Tools</u>	Description	Start Date	Frequency	Cycle Start Date
<u>Actions</u>	C - Weekly	01/01/2017	Weekly	01/01/2017
<u>Actions</u>	C - Monthly	01/01/2017	Monthly	01/01/2017

Reporting Cycle - Details

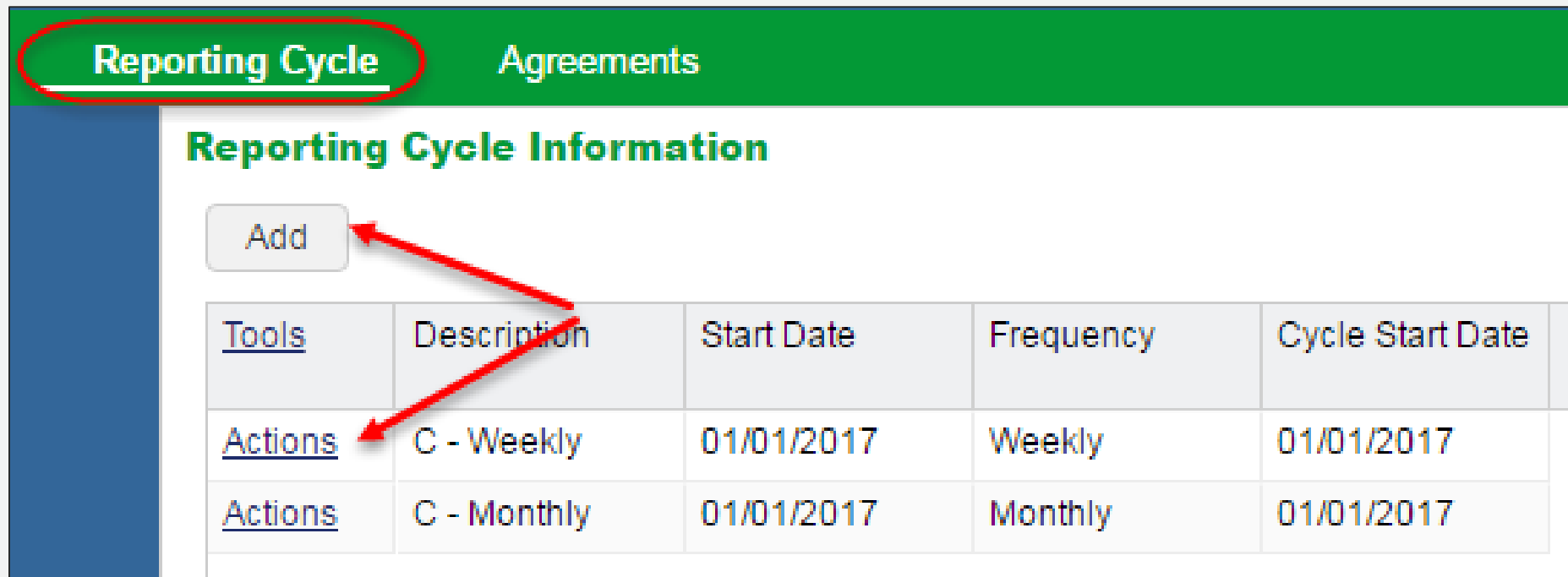
- ✓ Access the Billing Location via **Billing Location >> Details**

Note: You may see one or more Billing Locations. Select the correct one.

ation Billing Location Roster Accounts FAQ		
Billing Location		
Tools	Name	Code
Details	EOB Local 25 BL 1	20001163

Reporting Cycle – Add or Update

- ✓ Access the Reporting Cycle via **Billing Location >> Details >> Reporting Cycle**
- ✓ Click **Add** to create a Reporting Cycle or **Actions** to correct a Reporting Cycle.

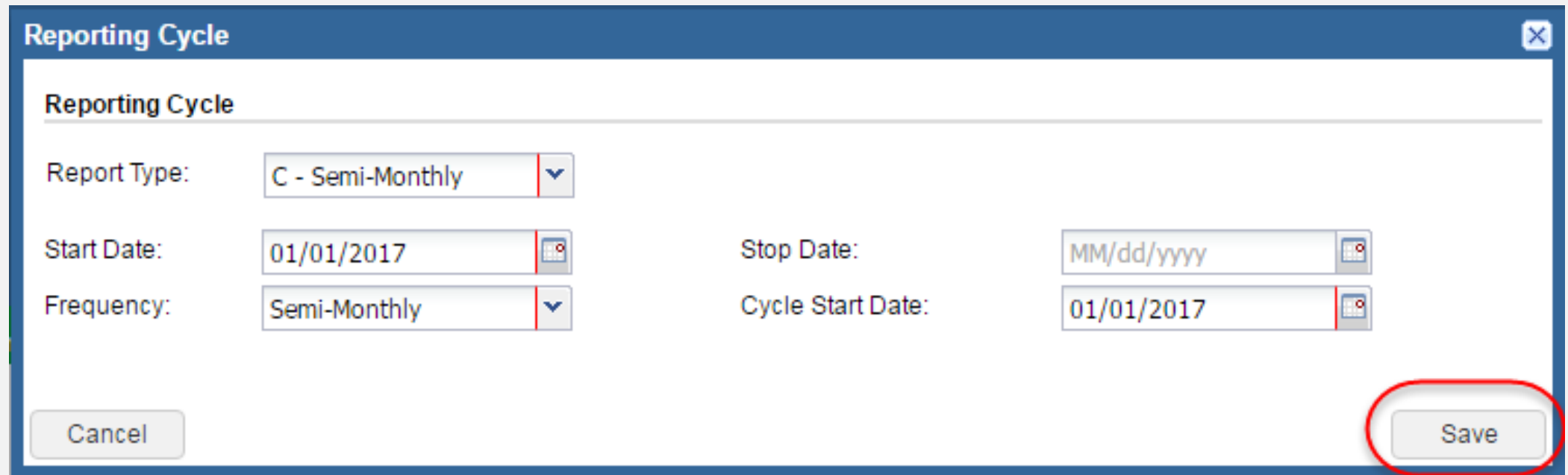


The screenshot displays a web interface for managing reporting cycles. At the top, a green header bar contains two tabs: 'Reporting Cycle' (which is highlighted with a red circle) and 'Agreements'. Below the header, the section is titled 'Reporting Cycle Information'. On the left side of this section is a blue sidebar. In the main content area, there is a grey 'Add' button with a red arrow pointing to it from the right. Below the button is a table with five columns: 'Tools', 'Description', 'Start Date', 'Frequency', and 'Cycle Start Date'. The table contains two rows of data. The first row has 'Actions' in the 'Tools' column, 'C - Weekly' in 'Description', '01/01/2017' in 'Start Date', 'Weekly' in 'Frequency', and '01/01/2017' in 'Cycle Start Date'. The second row has 'Actions' in the 'Tools' column, 'C - Monthly' in 'Description', '01/01/2017' in 'Start Date', 'Monthly' in 'Frequency', and '01/01/2017' in 'Cycle Start Date'. A red arrow also points from the 'Add' button to the first row of the table.

Tools	Description	Start Date	Frequency	Cycle Start Date
Actions	C - Weekly	01/01/2017	Weekly	01/01/2017
Actions	C - Monthly	01/01/2017	Monthly	01/01/2017

Reporting Cycle – Save and Confirm

- ✓ Enter or Update the Reporting Cycle Information.
- ✓ Click **Save** to continue. You will need to **Confirm** your changes.



The screenshot shows a dialog box titled "Reporting Cycle" with a close button (X) in the top right corner. The dialog contains the following fields:

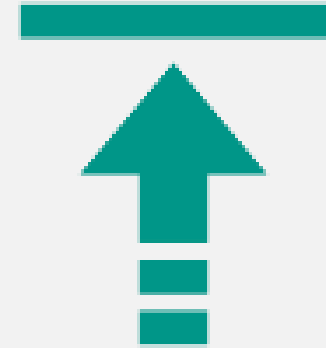
- Reporting Cycle** (Section Header)
- Report Type:** A dropdown menu showing "C - Semi-Monthly".
- Start Date:** A text box containing "01/01/2017" with a calendar icon to its right.
- Frequency:** A dropdown menu showing "Semi-Monthly".
- Stop Date:** A text box containing "MM/dd/yyyy" with a calendar icon to its right.
- Cycle Start Date:** A text box containing "01/01/2017" with a calendar icon to its right.

At the bottom of the dialog, there are two buttons: "Cancel" on the left and "Save" on the right. The "Save" button is highlighted with a red oval.

Lesson # 3 - Uploading Files

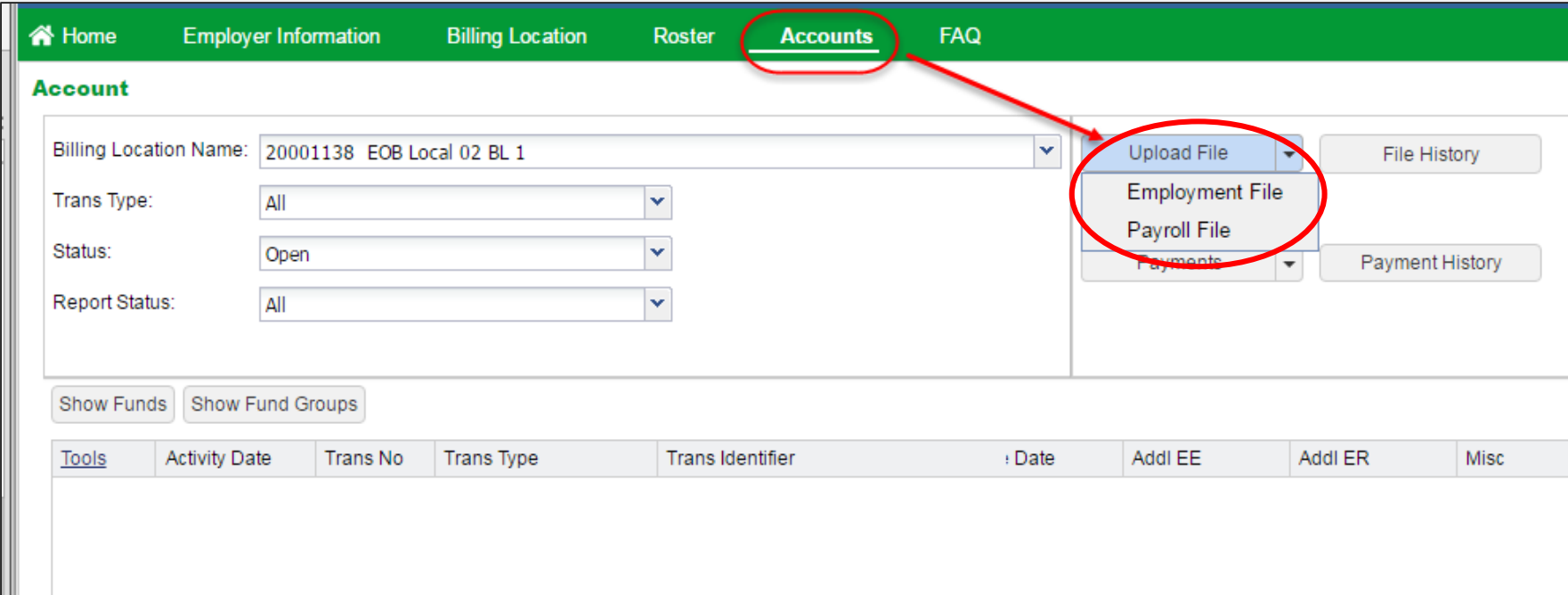
Key Concepts:

1. There are two available methods to upload files
 - ✓ Direct upload through Employer Online Services (EOS)
 - ✓ SFTP (Secure File Transfer Protocol)
2. Upload process is the same for all files
3. Leverage the myETF Upload File Wizard to assist during upload



Uploading Files

- ✓ Access the Upload File Wizard via **Accounts >> Upload File**
- ✓ Select the type of file (Employment or Payroll)




The screenshot displays a web application interface with a green navigation bar at the top. The navigation bar contains links for Home, Employer Information, Billing Location, Roster, Accounts, and FAQ. The 'Accounts' link is circled in red, and a red arrow points from it to a dropdown menu. The dropdown menu is also circled in red and contains the following options: Upload File, Employment File, Payroll File, and Payments. To the right of the dropdown menu are two buttons: 'File History' and 'Payment History'. Below the navigation bar, the 'Account' section is visible, featuring a form with the following fields: 'Billing Location Name' (with a dropdown menu showing '20001138 EOB Local 02 BL 1'), 'Trans Type' (with a dropdown menu showing 'All'), 'Status' (with a dropdown menu showing 'Open'), and 'Report Status' (with a dropdown menu showing 'All'). Below the form are two buttons: 'Show Funds' and 'Show Fund Groups'. At the bottom of the interface is a table with the following columns: Tools, Activity Date, Trans No, Trans Type, Trans Identifier, Date, Addl EE, Addl ER, and Misc.

Tools	Activity Date	Trans No	Trans Type	Trans Identifier	Date	Addl EE	Addl ER	Misc
-------	---------------	----------	------------	------------------	------	---------	---------	------

Uploading Files Wizard – Step 1

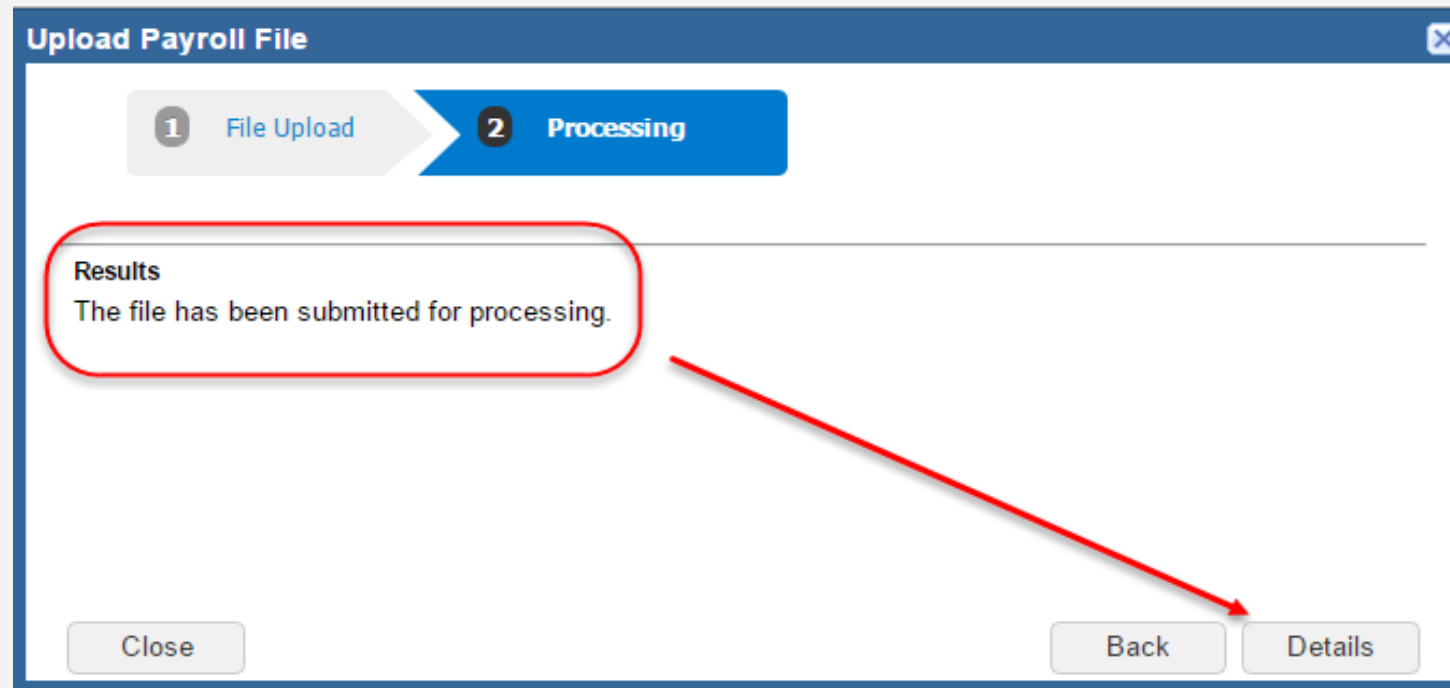
- ✓ Select a file from your computer by clicking **Browse**
- ✓ Enter a **Description** for the import (e.g. Payroll File [ETF ID] 02/01/2017)
- ✓ Click **Next**



The screenshot shows a window titled "Upload Payroll File" with a close button in the top right corner. Inside the window, there are two steps: "1 File Upload" (highlighted with a blue arrow) and "2 Processing" (greyed out). Below the steps, there are three input fields: "Import Filename:" with the value "Payroll 20000161 02012017.csv", "Import Description:" with the value "Payroll 20000161 2/1/2017", and "No Parameters". A red arrow points from the "Import Filename:" label to its input field. Another red arrow points from the "Import Description:" label to its input field. A red circle highlights the "Browse..." button next to the "Import Filename:" field. At the bottom left is a "Cancel" button, and at the bottom right is a "Next" button, which is also circled in red.

Uploading Files Wizard – Step 2

- ✓ View the **Results** message in the window.
- ✓ Click **Details** to review any errors.



Uploading Files - Details

1. **Import Status** (banner): status of the file

2. **Import Detail Status** (in grid): validation status of each row

3. **Import Detail Status** (drop-down list): filters the rows to the validation status selected

Import Details

Edit Close

File Name Payroll File File Load Date 03/21/2017
Import Description Payroll Weekly 20000161 2017
Import Status Validated with Errors Processing Status Validated

Summary Details

Import Detail Status: All Play Rows: From

New Row Set All to Resubmit Set None to Resubmit Validate Void Download

Tools	Seq No	Import Message	Import Detail Status	Submit	Record Type	Employer (ER) ETF ID
Actions	1		Validated With Errors	<input type="checkbox"/>	N	20000161
Actions	2		Validated With Errors	<input type="checkbox"/>	N	20000161
Actions	3		Validated With Errors	<input type="checkbox"/>	N	20000161
Actions	4		Validated With Errors	<input type="checkbox"/>	N	20000161
Actions	5		Validated With Errors	<input type="checkbox"/>	N	20000161

Uploading Files – More Info

Note: Errors and Exceptions can be viewed for each row

✓ **Actions** – displays information on each error

✓ **Tools** – view data vertically for each row

The screenshot displays the myetf web application interface for an employer (20000141). The main window is titled "EOS Confirmation Local Employer (20000141)". It features a "myetf" logo and a "Close" button. The interface is divided into several sections:

- Import Details:** A table showing import status. The "Import Status" is "Validated with Errors". Below this, there are tabs for "Summary" and "Details". The "Import Detail Status" is set to "All". A "Tools" button is highlighted with a red circle.
- View Row Tool:** A modal window that displays detailed information for a specific row. It includes fields for "Name", "Value", "Seq No", "Import Message", "Import Detail Status", "Resubmit Flag", "Record Type", "Employer (ER) ETF ID", "Billing Loc ID", "Report Gen Type", "Period Start Date", "Period End Date", "Pay Date", "SSN", "ITIN", "Prefix", and "First Name". The "Tools" button in the main window points to this modal.
- Import Errors and Exceptions:** A panel on the right side of the interface. It contains a "Close" button, a table of "Messages", and a table of "Errors". The "Errors" table lists three errors: "Job Category is not found for the reported Billing Location.", "Possible SSN error. Please confirm the member's SSN, last name and date of birth", and "Report Gen Type is required".

Red arrows indicate the flow of information: one arrow points from the "Tools" button in the "Import Details" section to the "View Row Tool" modal, and another arrow points from the "Tools" button in the "View Row Tool" modal to the "Errors" table in the "Import Errors and Exceptions" panel.

Uploading Files – Import Summary

- ✓ The **Import Summary** tab lists the **errors** and **exceptions** for all rows in the report.
- ✓ The **Seq No** column is the row number that contains the error/exception.
- ✓ The **Number** column is the number for the error on a row

Import Details

Edit Close

File Name	Payroll File	File Load Date	03/21/2017
Import Description	Payroll Weekly 20000161 1/1/2017		
Import Status	Validated with Errors	Processing Status	Validated

Summary Details

Indicative Information

Import Filename: TESTER23_03_21_2017_1490113704478_ETF_Payr...

Status: Validated with Errors

Statistics Information

Rows Loaded: 0

Rows Processed: 0

Errors

Status: No exceptions. There are some errors.

Tools

Seq No	Num...	Message
2	1	Report Gen Type is required
2	2	Job Category is not found for the reported Billing Location.
3	1	Report Gen Type is required
4	1	Report Gen Type is required
5	1	Report Gen Type is required
5	2	Work Status is required

Page 1 of 1

Exceptions

Tools

Seq No	Num...	Message
--------	--------	---------




Lesson #4 - File History


Key Concepts:



- 1) View all uploaded files in File History
- 2) Correct errors in the file
- 3) Validate a corrected file
- 4) Process a validated file

File History

[Close](#)

File Definition:  Date Range:  To: 

Status: 

Tools	Import Header ID	Process Flag	Inserted Date	File Definition	Import Description	Status 	File Load Start
Actions 	2766	Completed	01/31/2017	Payroll File	Monthly payrol...	Processed wit...	01/31/2017 11:...
Actions	2765	Completed	01/27/2017	Payroll File	Payroll file Mo...	Voided	01/27/2017 11:...

Correcting File Errors - Filter

Access the File History via **Accounts >> File History >> Import Details**

- ✓ Filter the rows shown by clicking the **Import Details Status** drop-down list.
- ✓ Select **Validated with Errors** or **Validated with Exceptions** to display only rows that have errors or exceptions.

Import Details

Save Cancel

File Name Payroll File File Load Date 03/21/2017
Import Description Payroll Weekly 20000161 1/1/2017
Import Status Validated with Errors Processing Status Ready

Summary **Details**

Import Detail Status: Validated With Errors (dropdown) Display Rows: From To: Show Deleted Rows: ☐

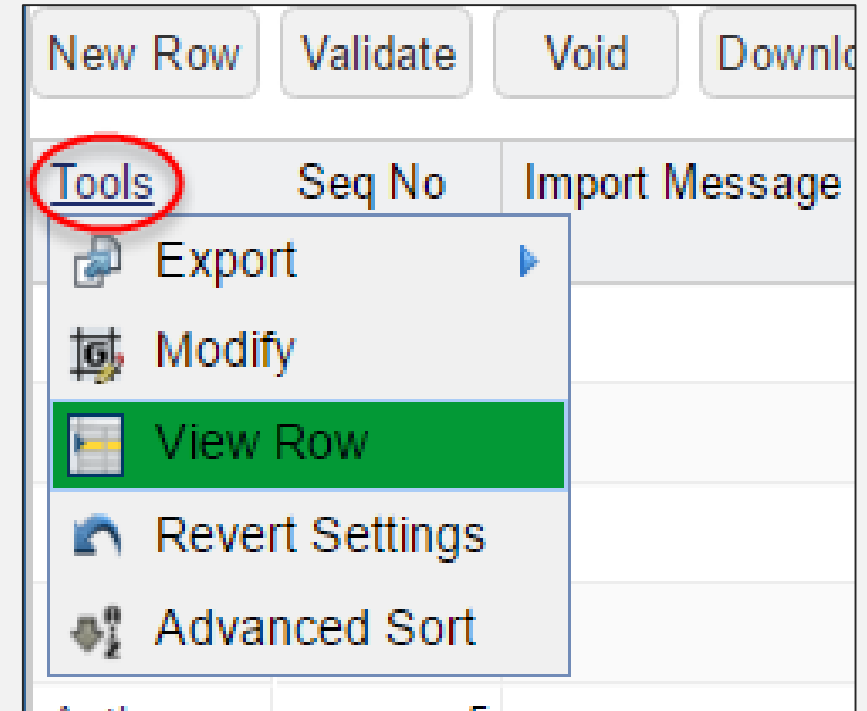
New Row Set All to Resubmit Set None to Resubmit Validate Void Download

Tools	Seq No	Import Message	Import Detail Status	Resubmit Flag	Record Type	Employer (ER) ETF ID	Billing Loc ID	Report Gen Type	Period Start D
Actions	1		Validated With Errors	<input type="checkbox"/>	N	20000161	20001161		20170101
Actions	2		Validated With Errors	<input type="checkbox"/>	N	20000161	20001161		20170101
Actions	3		Validated With Errors	<input type="checkbox"/>	N	20000161	20001161		20170101
Actions	4		Validated With Errors	<input type="checkbox"/>	N	20000161	20001161		20170101
Actions	5		Validated With Errors	<input type="checkbox"/>	N	20000161	20001161		20170101

Correcting File Errors - View

Access the vertical display format via **Tools**
>> View Row

- ✓ Correct the errors in a vertical format or
- ✓ Use the scroll bars to locate and correct the errors directly in the grid.

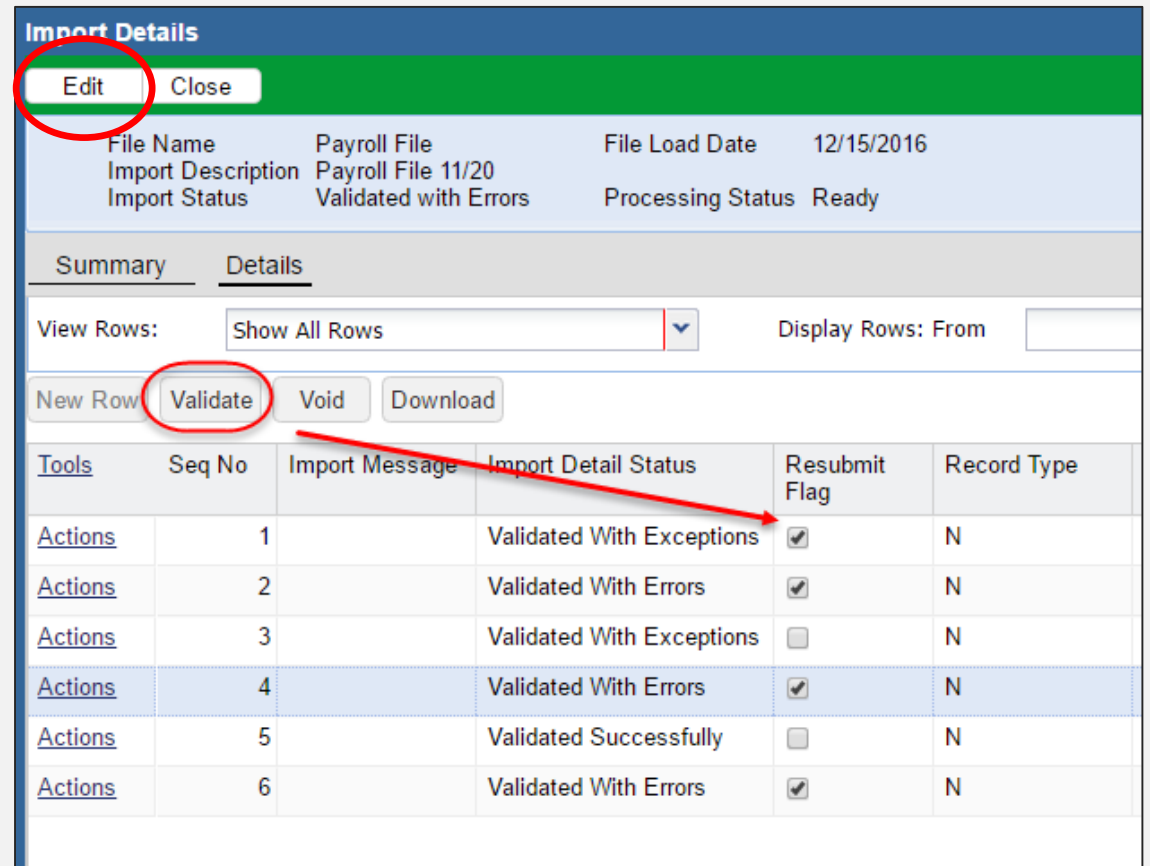


Validating an Uploaded File

After correcting errors (and exceptions as needed), validate the file to see if all errors are fixed.

From the **Import Details >> Details** tab:

- ✓ Click **Edit** to enter “edit mode”
- ✓ Click **Validate**
- ✓ Correct any remaining errors and Validate the file



Import Details

Edit **Close**

File Name	Payroll File	File Load Date	12/15/2016
Import Description	Payroll File 11/20		
Import Status	Validated with Errors	Processing Status	Ready

Summary **Details**

View Rows: Display Rows: From

New Row **Validate** **Void** **Download**

<u>Tools</u>	Seq No	Import Message	Import Detail Status	Resubmit Flag	Record Type
Actions	1		Validated With Exceptions	<input checked="" type="checkbox"/>	N
Actions	2		Validated With Errors	<input checked="" type="checkbox"/>	N
Actions	3		Validated With Exceptions	<input type="checkbox"/>	N
Actions	4		Validated With Errors	<input checked="" type="checkbox"/>	N
Actions	5		Validated Successfully	<input type="checkbox"/>	N
Actions	6		Validated With Errors	<input checked="" type="checkbox"/>	N

Processing a Successfully Validated File

Note: Processing a file creates a Work Report

- ✓ Process a file via the **Import Details** >> **Details** tab
- ✓ Click **Process** if there are no errors on the file
- ✓ The **Process** button is not available until all errors have been corrected

File Name	Payroll File	File Load Date	12/15/2016
Import Description	Payroll File 11/20		
Import Status	Validated with Exceptions	Processing Status	Validated

Summary

Details

View Rows:

Show All Rows

 Display Rows: From

New Row

Validate

Process

Void

Download

Tools	Seq No	Import Message	Import Detail Status	Resubmit Flag	Record Type
Actions	1		Validated Successfully	<input type="checkbox"/>	N
Actions	2		Validated Successfully	<input type="checkbox"/>	N
Actions	3		Validated With Exceptions	<input type="checkbox"/>	N
Actions	4		Validated Successfully	<input type="checkbox"/>	N
Actions	5		Validated Successfully	<input type="checkbox"/>	N
Actions	6		Validated Successfully	<input type="checkbox"/>	N

Lesson #5 - Reviewing and Correcting a Work Report

Key Concepts:

- 1) Work Report Overview
- 2) Review the Work Report
- 3) Correct all errors
- 4) Submit the Work Report to ETF

The screenshot shows the 'Accounts' section of a web application. The top navigation bar includes links for Home, Secured Messaging, Employer Information, Billing Location, Roster, Accounts (highlighted with a red circle), Documents, Forms, and Surcharge. Below the navigation bar, the 'Account' section displays filters for Billing Location Name (0002299 Marathon County Sheriff), Trans Type (All Work Reports), Status (Open), and Report Status (Initial). Each filter has a dropdown arrow (highlighted with a red circle). Below the filters is a table with columns: Tools, Activity Date, Trans #, Trans Type, Trans Identifier, Trans Status, Report Status, and Errors/Exceptions. The table contains four rows of work reports, each with an 'Actions' link. The 'Trans Type' column for all rows is 'Work Report' (highlighted with a red circle). The 'Trans Status' column for all rows is 'Open' (highlighted with a red circle). The 'Report Status' column for all rows is 'Initial' (highlighted with a red circle).

Tools	Activity Date	Trans #	Trans Type	Trans Identifier	Trans Status	Report Status	Errors/Exceptions
Actions	09/08/2016	78127	Work Report	WR: Monthly, 09/09/2016 - 10/08/2016	Open	Initial	
Actions	09/17/2016	78173	Work Report	WR: Monthly, 03/25/2016 - 03/31/2016	Open	Initial	
Actions	09/13/2016	78149	Work Report	WR: Monthly, 03/25/2016 - 03/31/2016	Open	Initial	
Actions	09/08/2016	78125	Work Report	WR: Monthly, 08/09/2016 - 09/08/2016	Open	Initial	

Work Report Overview

- ✓ Generated as a result of a successful Payroll File upload
- ✓ Contains individual employee payroll data
- ✓ Requires that all fields have been validated without errors
- ✓ Work report is submitted to ETF

Work Report Editor

Close

Employer:

EOB Local 01

Billing Location:

20001137 EOB Local 01 BL 1

Trans #:

79008

Report Type:

Regular

Report Status:

Posted

Report Period:

01/08/2017 - 01/14/2017

Identifier:

WR: Weekly, 01/08/2017 - 01/14/...

of Participants:

6

of Rows:

6

Summary

Detail

Exception Filter:

Please Select

Add Member

Add New Member

Delete Selected

Tools		Actions	Record Type	Report Gen Type	Period Start Date	Period End Date	Pay Date	Rate Date	SSN	Name	Reported First Name	Reporte Name
Actions	<input type="checkbox"/>	<div><div></div><div></div><div></div></div>			01/08/2017	01/14/2017	01/20/2017	01/20/2017	801-01-2001	Jetson101, Ge...		
Actions	<input type="checkbox"/>	<div><div></div><div></div><div></div></div>			01/08/2017	01/14/2017	01/20/2017	01/20/2017	801-01-2005	Hound101, Hu...		
Actions	<input type="checkbox"/>	<div><div></div><div></div><div></div></div>			01/08/2017	01/14/2017	01/20/2017	01/20/2017	801-01-2003	Ghost101, Spa...		
Actions	<input type="checkbox"/>	<div><div></div><div></div><div></div></div>			01/08/2017	01/14/2017	01/20/2017	01/20/2017	801-01-2004	Flintson101, F...		
Actions	<input type="checkbox"/>	<div><div></div><div></div><div></div></div>			01/08/2017	01/14/2017	01/20/2017	01/20/2017	801-01-2002	Rubble101, Be...		
Actions	<input type="checkbox"/>	<div><div></div><div></div><div></div></div>			01/08/2017	01/14/2017	01/20/2017	01/20/2017	801-01-2006	Herculoid, Zan...		

Viewing a Work Report

- ✓ Click the **Accounts** tab
- ✓ Locate the work report using one or more of the available filters
 - **Trans Type:** All Work Reports
 - **Status:** Open
 - **Report Status:** Initial
- ✓ Click **Actions >> Work Report Editor** to view the report

The screenshot shows a web application interface with a green navigation bar at the top containing the following tabs: Home, Secured Messaging, Employer Information, Billing Location, Roster, **Accounts** (highlighted with a red circle), Documents, Forms, and Surcharge. Below the navigation bar, the 'Account' section contains several filter fields, each with a red circle around its dropdown arrow: 'Billing Location Name' (set to '0002299 Marathon County Sheriff'), 'Trans Type' (set to 'All Work Reports'), 'Status' (set to 'Open'), and 'Report Status' (set to 'Initial'). Below the filters is a table with the following columns: Tools, Activity Date, Trans #, Trans Type, Trans Identifier, Trans Status, Report Status, and Errors/Exceptions. The table contains four rows of data, with red circles highlighting the 'Work Report' entries in the 'Trans Type' column and the 'Open' and 'Initial' values in the 'Trans Status' and 'Report Status' columns respectively.

Tools	Activity Date	Trans #	Trans Type	Trans Identifier	Trans Status	Report Status	Errors/Exceptions
Actions	09/08/2016	78127	Work Report	WR: Monthly, 09/09/2016 - 10/08/2016	Open	Initial	
Actions	09/17/2016	78173	Work Report	WR: Monthly, 03/25/2016 - 03/31/2016	Open	Initial	
Actions	09/13/2016	78149	Work Report	WR: Monthly, 03/25/2016 - 03/31/2016	Open	Initial	
Actions	09/08/2016	78125	Work Report	WR: Monthly, 08/09/2016 - 09/08/2016	Open	Initial	

Viewing a Work Report - Summary

Work Report Editor

SaveApplyCancel

Employer:EOB Local 24Billing Location:20001162 EOB Local 24 BL 1Trans #:79049Report Type:RegularReport Status:InitialReport Period:01/15/2017 - 01/21/2017Identifier:WR: Weekly, 01/15/2017 - 01/21/...# of Participants:5# of Rows:5

SummaryDetail

Date Received:MM/dd/yyyyCreated By:TESTER24 on 03/29/2017Pay Period Year:2017Date Released:MM/dd/yyyy

Due Date:02/24/2017User Released:Payroll Date:01/27/2017Reporting Agent:

Report Source:Employer

Financial Summary



Fund Name	Due Calculated	Amount Paid	Amount Owed
Employer Required	\$0.00	\$0.00	\$0.00
Employee Required - EE	\$0.00	\$0.00	\$0.00
Employee Required - ER	\$0.00	\$0.00	\$0.00
Addl EE	\$0.00	\$0.00	\$0.00
Addl ER	\$0.00	\$0.00	\$0.00
	\$0.00	\$0.00	\$0.00

Recon Summary

Condition	Count
Total Earnings	5
Total Hours	5
Value is Missing	4

Viewing a Work Report - Details

✓ Click the **Account >> Actions >> Work Report Editor >> Details** tab to correct the errors in the work report

-  Red indicates “errors”
-  Yellow indicates “exceptions”
-  Blue indicates “success”

✓ Click the **Red** or **Yellow** icon to view the errors and exceptions in a pop-up window

✓ Apply corrections on each individual record

Work Report Editor







Save **Apply** Cancel

Employer: Marathon County Sheriff Report Type: Regular
Billing Location: 0002299 Marathon County Sheriff Report Status: Initial
Trans #: 78320

Summary Detail

Exception Filter: Please Select

Add Member Add New Member Delete Selected

<u>Tools</u>	<input type="checkbox"/> Actions	Record Type	Report Gen Type	Period Start Date	Period Stop Date
Actions	<input type="checkbox"/> 	N	Monthly	10/09/2016	11/08/2016
Actions	<input type="checkbox"/> 	N	Monthly	10/09/2016	11/08/2016
Actions	<input type="checkbox"/> 	N	Monthly	10/09/2016	11/08/2016
Actions	<input type="checkbox"/> 	N	Monthly	10/09/2016	11/08/2016
Actions	<input type="checkbox"/> 	N	Monthly	10/09/2016	11/08/2016
Actions	<input type="checkbox"/> 	N	Monthly	10/09/2016	11/08/2016

Correcting a Work Report

Note: In this example, the user is correcting work report errors

- ✓ Click **Apply** after making corrections to update the work report
- ✓ myETF updates the icons to Blue if all errors and exceptions were corrected
- ✓ Click **Save** to save all changes

The screenshot displays the 'Work Report Editor' interface. At the top, there are buttons for 'Save', 'Apply', and 'Cancel'. Below this, a summary section shows report details: Employer (EOB Local 24), Report Type (Regular), Report Period (01/15/2017 - 01/21/2017), and others. The main area features a table with columns for Tools, Actions, Record Type, Report Gen Type, Period Start Date, Period End Date, Pay Date, Rate Date, SSN, Name, and Reported Name. A red circle highlights the 'Actions' column for the first row, and a red box highlights the 'Pay Date' field for the same row. A red arrow points from the 'Pay Date' field to the 'Warnings and Errors' panel on the right. This panel lists two warnings: 'Total Earnings cannot be zero. Please correct' and 'Total Hours cannot be zero. Please correct'. Another red arrow points from the 'Pay Date' field to the 'Value is Missing' warning, which states 'Pay Date is required.'.

Tools	Actions	Record Type	Report Gen Type	Period Start Date	Period End Date	Pay Date	Rate Date	SSN	Name	Reported Name
Actions				01/15/2017	01/21/2017	01/27/2017		801-24-2001	Jetson124, Ge...	
Actions				01/15/2017	01/21/2017			801-24-2004	Flintson124, F...	
Actions				01/15/2017	01/21/2017			801-24-2005	Hound124, Hu...	
Actions				01/15/2017	01/21/2017			801-24-2006	Herculoid, Zan...	
Actions				01/15/2017	01/21/2017			801-24-2002	Rubble124, Be...	

Warnings and Errors		
Tools	Display Name	Exception Reason
	Total Earnings	Total Earnings cannot be zero. Please correct.
	Total Hours	Total Hours cannot be zero. Please correct.
	Value is Missing	Pay Date is required.

Submitting a Completed Work Report to ETF

From the **Accounts** tab:

- ✓ Click **Actions** next to the work report
- ✓ Select **Submit** to send the report to ETF

<u>Tools</u>	Activity Date	Trans #▼	Trans Type	Trans Identifier	Trans Status	Report Status
Actions	12/16/2016	78320	Work Report	WR: Monthly, 10/09/2016 - 11/08/2016	Open	Initial
Work Report Editor		78319	Work Report	WR: Monthly, 09/09/2016 - 10/08/2016	Open	Initial
Submit ←		78281	Work Report	WR: Monthly, 09/09/2016 - 10/08/2016	Open	Initial
Delete		78280	Work Report	WR: Monthly, 02/09/2017 - 03/08/2017	Open	Initial

Payroll File Confirmation Activities

On the first Payroll File, employers must:

- 1) Create or update a reporting cycle
- 2) Upload a valid payroll file containing **new hires** only
- 3) Review and correct errors and exceptions
- 4) Validate the file
- 5) Process the file to generate a work report
- 6) Review and correct errors and exceptions
- 7) Submit the work report



Payroll File Confirmation Activities (cont.)

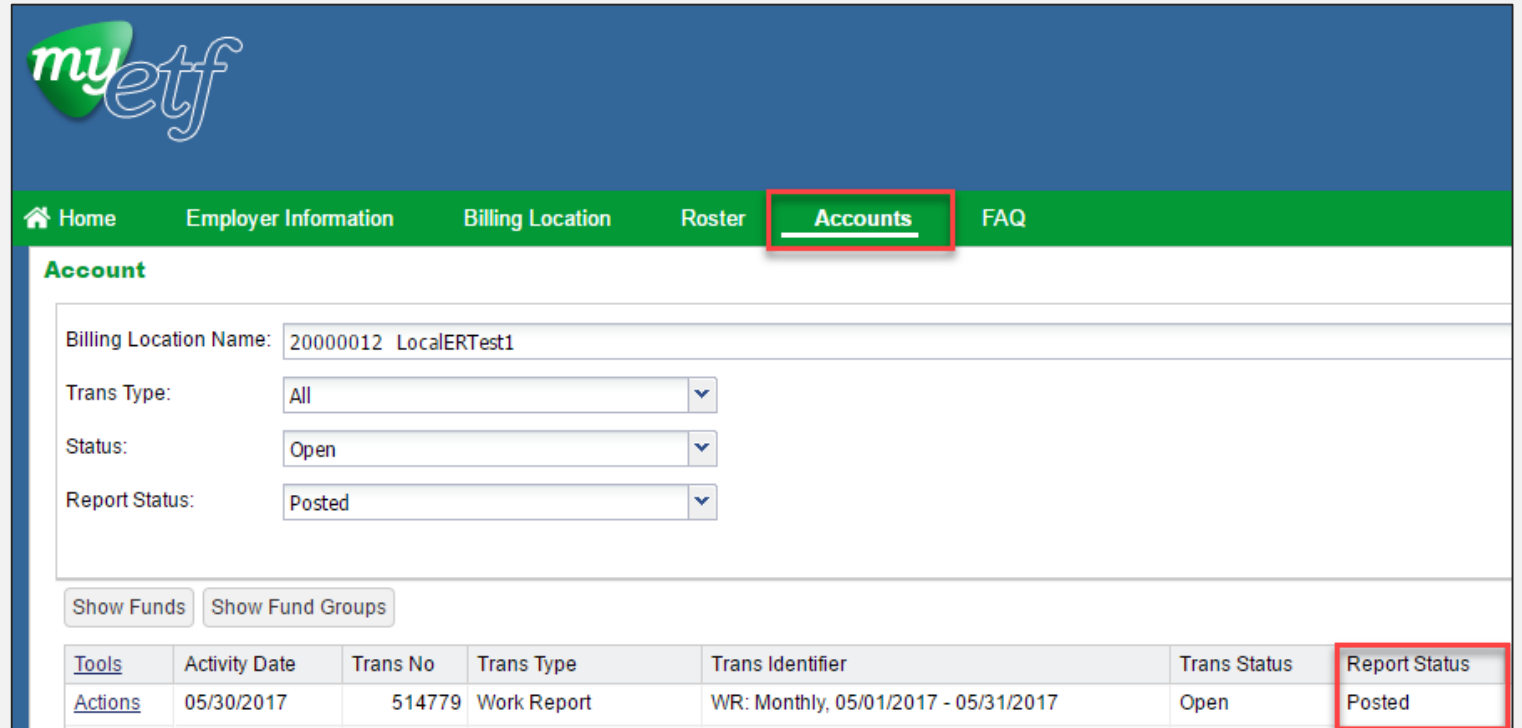
On the second Payroll File, employers must:

- 1) Upload a valid Payroll File containing each of the following:
 - ✓ a regular, ongoing payroll transaction
 - ✓ a termination
 - ✓ a job category change for each job category
 - ✓ other employment status changes as desired
- 2) Review and correct errors and exceptions
- 3) Validate the file
- 4) Process the file to generate a work report
- 5) Review and correct errors and exceptions
- 6) Submit the work report



Confirmation Successful

- When your Work Report displays a Report Status of **Posted** on the **Accounts** tab, you have successfully completed Payroll File Confirmation.



The screenshot shows the 'myetf' web application interface. The top navigation bar is green with white text for 'Home', 'Employer Information', 'Billing Location', 'Roster', 'Accounts' (highlighted with a red box), and 'FAQ'. Below this, the 'Account' section displays a form with the following fields:

- Billing Location Name: 20000012 LocalERTest1
- Trans Type: All (dropdown)
- Status: Open (dropdown)
- Report Status: Posted (dropdown)

Below the form are two buttons: 'Show Funds' and 'Show Fund Groups'. At the bottom, there is a table with the following data:

Tools	Activity Date	Trans No	Trans Type	Trans Identifier	Trans Status	Report Status
Actions	05/30/2017	514779	Work Report	WR: Monthly, 05/01/2017 - 05/31/2017	Open	Posted

The 'Report Status' column in the table is highlighted with a red box.

Employment File Confirmation Activities

Note: We recommend that employers who intend to submit an Employment File confirm their Employment File prior to the Payroll File



- 1) Create or update the employer reporting cycle
- 2) Upload an Employment File with all employees as new hires (if uploading file prior to uploading the payroll file)
- 3) Review all exceptions and errors, correct as needed
- 4) Revalidate and Process the file
- 5) Upload a Payroll File for a payroll cycle

Additional Notes

- The test files you submit should be generated by information in your payroll systems, if applicable.
- Employers are encouraged to send test files with all employee records, or a representative sample of fictitious employee data.
- You should confirm your test files by September 15, 2017.

Accessing myETF Employer Online Services for Confirmation

- ✓ URL will be distributed to individuals who attend webinars post-training.
- ✓ Individual who currently has WRS Account Update access will automatically be given access.
- ✓ If employer determines another individual should complete confirmation requirements, the Employer Agent must authorize by sending in myETF Confirmation/Testing Online Access Security Agreement.

		myETF Confirmation/Testing Online Access Security Agreement Wis. Stat. § 40.07 (1)		Wisconsin Department of Employee Trust Funds PO Box 7931 Madison WI 53707-7931 1-877-533-5020 (toll free) Fax 608-267-4549 etf.wi.gov	
<small>This form will give the user access to the temporary myETF confirmation/testing environment only. To request access to current production systems, complete the <i>Online Access Security Agreement</i> (ET-8928). Mail or email completed, signed form to ETFSMBEmployerSecurityAccess@etf.wi.gov</small>					
Request Type					
<input type="checkbox"/> Add access <input type="checkbox"/> Delete access					
<input type="checkbox"/> Name change Former name: _____					
Will employer or third-party vendor be sending confirmation files via sFTP for myETF confirmation/testing?					
<input type="checkbox"/> Yes (ETF will provide access to the sFTP server)					
<input type="checkbox"/> No (Employer or third-party vendor will provide data via myETF Online Services)					
Employee/Vendor Information Read and complete information below.					
<small>I have read these provisions. I understand that security measures have been established to provide necessary inquiry and update abilities for the Wisconsin Retirement System and other Department of Employee Trust Funds-administered benefit programs. I agree to maintain the confidentiality of all information that I obtain through online access to participant accounts. I understand that information in these accounts is not a public record and disclosure to any person or organization is absolutely prohibited.</small>					
<small>I further understand that the online networks and Access Management (IAM) is intended for use by employers and vendors to administer WRS and other ETF-administered benefit programs and is not intended to provide information to members or to assist members in making retirement or other benefit decisions. ETF will issue each designated employee a login ID and password to gain access to the system. Please understand that it can take up to three weeks to receive authorization and instructions for access.</small>					
<small>I understand that Wisconsin Statutes, § 943.70 provide criminal penalties for offenses against computer data and programs. Violation of this provision will result in termination of my online access to member accounts and/or termination of my employer's online access to member accounts.</small>					
Employee name (first, middle, last) _____					
Third-party vendor name (if applicable) _____					
Work address _____					
IAM login ID <input type="checkbox"/> Check here if you do not currently have an IAM login				Work email address _____	
Employee or vendor signature _____				Work telephone () _____	
Date (MM/DD/CCYY) _____					
ETF Use Only: Security Administrator					
Login ID _____		ETF security administrator signature _____		Date (MM/DD/CCYY) _____	
Employer Agent					
<small>I understand that Wisconsin Statutes, § 943.395, provide criminal penalties for knowingly making false or fraudulent claims on this form and hereby certify that, to the best of my knowledge and belief, the above information is true and correct. I certify that I am responsible for reporting information to the Wisconsin Retirement System, and that the above employee/vendor is authorized to gain access to online accounts.</small>					
Employer name _____		Employer ETF ID (0001999 for STAR superusers) _____		Is your agency a STAR agency? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Employer agent name _____				Telephone () _____	
Employer agent signature _____				Date (MM/DD/CCYY) _____	
ET-8928c (REV 2/28/2017)  Page 1 of 1					

myETF Maintenance

Note: myETF will be unavailable on the following dates, between 5:00 p.m. and 8:00 a.m. CT. All dates are Wednesdays. We apologize in advance for any inconvenience.

May 3, 17, 31	August 9, 23
June 14, 28	September 6, 20
July 12, 26	October 4, 18

myETF Employer Online Services Upcoming Trainings


- ✓ **myETF Employer Reporting Confirmation Training Webinar for Manual Work Report Creation**
May through June 2017
 - Target: Employers who will **not** submit a Payroll File and will submit payroll information to ETF manually
- ✓ **myETF Income Continuation Insurance (ICI) Set-Up Webinar**
Summer 2017
 - Target: All employers who offer ICI.
- ✓ **myETF Employer Online Services Full Training**
Late Summer 2017 to early Fall 2017
 - Target: All employers

Help Resources

- [IAM End User Guide](#)
- [myETF for Employers](#) The main source for myETF news and resources
 - **myETF Employer Reporting Confirmation User Guide**
 - **myETF Video demonstrations**
 - **myETF Confirmation Instructions**
 - **myETF Payroll File Resource**
 - **myETF Employment File Resource**

myETF for EmployersEmployers

Welcome to your source for the most up-to-date information on myETF.




Intuitive Employer Interface

Decrease in data errors


Milwaukee Art Museum - Milwaukee, Wisconsin

Photo credit: Wisconsin Department of Tourism


ETF is developing a new, web-based benefits administration system, referred to as **myETF**. The new system will modernize and improve ETF's IT capabilities and support more efficient business processes for ETF's customers. The new system is a fully integrated solution, allowing for advanced automation, user empowerment and excellence in customer service.



Glossary



Q&A



Contact

News

- myETF Payroll File Training
- Updated myETF Employer Payroll File Resource PDF Available (September 6, 2016)
 - Change Log
- myETF Employer Online Services Demo
- Employer Introduction to myETF

Help Resources

- myETFEmployers@etf.wi.gov
A special mailbox set aside for answering employer questions about myETF
- Employer Communication Center
Toll-Free: (877) 533-5020 opt 2



Stay Connected



etf_wi



etf.wi.gov



ETF E-mail Updates



608-266-3285

1-877-533-5020

